

The December 29, 2020 records retention meeting of St. Albans Township was called to order by Chairman, Randal Almendinger.

All trustees and fiscal officer were present.

The fiscal officer stated that we have gotten no correspondence from the Prosecutor's office stating any changes to the record retention policies, So keep doing things the way we are and throw nothing away.

Randal Almendinger said we will be making no changes to our policy.

Bruce Lane said he would like to start getting rid of some of our old records to free up some space.

He was told that they have to 1<sup>st</sup> be offered to the Historical Society and there are specific steps to be followed, and we need to check with the State Auditors office if we want to proceed.

Jean Morrison made a motion to adjourn the records retention meeting.

2<sup>nd</sup> by Bruce Lane. Roll Call: Jean Morrison –yes, Bruce Lane –yes, Randal Almendinger –yes. Meeting was adjourned.